

GUIDELINES

The following guidelines were developed with input gained from the committee. They were developed to accomodate the half-day within the full day option.

LUNCH	40 Minutes total (lunch & recess) Adults need to facilitate transition until students are independent (10-15 days)
SESSION LENGTH	3 hours for AM session (minimum) 40 minutes for lunch 2 hours and 40 minutes PM session 6 hours and 20 minutes total
SPECIALS	2 Health Enhancement (1 in AM and 1 in PM) 1 Music in AM 1 Library in AM If schedule allows
RECESS	8 Recesses/week (no recess on gym half day) Counselors and HE teachers teach games weekly @ recess time
CONCEPT GROUPS	Concept groups will continue for students who would have qualified for extended kindergarten. Delivery method is a building level decision.
SNACKS	Suggest snacks be served daily in kindergarten AM sessions

REST TIME	If needed, 15 minutes of afternoon quiet time will be provided daily.
FIRST DAY	Parents attend an approximately ninety minute orientation session day 1 with child. Students will stay at school for the day.
PARENT COMM- UNICATION	Kindergarten teachers will conference with parents two times a year during District parent teacher conference days. Kindergarten teachers will provide report cards at the end of each semester.
CCC	CCC will be used with targeted students.
ASSESSMENT	Kindergarten teachers will follow the District implementation and assessment guide.
INSTRUCTION	The Kindergarten Academic Program outline will serve as a general guide for instructional goals for the year. Whenever possible new concepts and topics in math and communication arts will be introduced during the first half of the day.
TRAINING	Time needs to be provided quarterly for district kindergarten staff to meet for discussion of goals, yearly plan, program, etc.. Kindergarten staff will be provided staff development in Differentiated Instruction, Read Well, and Zoo Phonics.
FLEXIBLE GROUPING	Use data to make instructional decisions Organize flexible groups to meet students' needs
SCHEDULE	In order to meet individual student needs a parent may change their child's schedule from full day to half day or from half day to full day. The decision to move must be made by the parent, teacher and principal in conference.
SPECIAL EVENTS	Students attending the half day session will be included in special events held in the afternoon.

SAMPLE DAILY CLASS SCHEDULE

8:40	Morning Bell
8:40 – 8:45	Attendance, Lunch Count, Announcements
8:45 – 9:00	Opening Activities (Calendar, Every Day Counts, Problem Of Day, Morning Message, Music, Social Skill etc.)
9:00 – 10:00	Communication Arts (Guided Reading, Writing, Zoo-phonics, Read Well, Literacy Place, etc.)
9:50	Snack
10:00 – 10:30	Specials (4 Periods Per Week Only)
10:30 – 10:45	Recess
10:45 – 11:30	Math “I Can” (Start at 10:30 2 days per week)
11:30 – 11:40	Prep For Lunch
11:40 – 12:20	Lunch
12:20 – 1:15	Communication Arts, Flexible Grouping (Additional Guided Reading, Writing, Zoo-phonics, Read Well, Literacy Place, SSR, Story, Concept Groups, etc.)
1:15 – 1:30	Recess
1:30 – 2:00	Math (Skill Builders, Centers, “I Can”)
2:00 – 2:55	Center Time (Science, Social Studies, Writing, Listening, CCC, Dramatic Play, Art, Music, Social Skills, etc.)
2:55 – 3:00	Prepare For Home
3:00	Dismissal